

25X1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800110028-0

Next 1 Page(s) In Document Exempt

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800110028-0

☐ UNCLASSIFIED

☐ INTERNAL
USE ONLY

☒ CONFIDENTIAL

☐ SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800110028-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Personnel Filing Operations in New Headquarters Building

FROM:

Special Projects Officer, RSD/OP
193 Curie Hall (Ext.)

NO.

DATE

27 April 1961

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Records Mgt Staff
Room 604
1016 - 16th Street NW

4/28

[Signature]

1 - Attached is a copy of the floor plan for the Files Section in the new hqtrs. bldg., showing exact dimensions in feet and inches obtained by on-location measurement (precision steel tape) made by and myself.

2.

Frances - Files - O/P

3.

Project Folder

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

As I mentioned on the phone the other day, the problem of finding new equipment for housing applicant cards has proved to be directly related to the filing of official personnel folders, applicant folders, maintenance of mail room facilities, etc., since much of this overall activity must be carried on in the "SECURE AREA" noted on the floor plan.

Instead of carrying on our study only in the area of applicant cards, therefore, I have found it necessary to simultaneously view all of the mentioned functions in terms of their interrelationship if only from a square footage limitation.

As soon as a few more answers are available, I will be back in touch with you to coordinate action with RMS and to get your recommendations.

25X1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800110028-0

FORM
1 DEC 56

610

USE PREVIOUS
EDITIONS

☐ SECRET

☒ CONFIDENTIAL

☐ INTERNAL
USE ONLY

☐ UNCLASSIFIED